



STATE PROCUREMENT OFFICE
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

15 JUN 15 11:34
ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests an amendment to sole source approval as follows:

1. SPO-001, Sole Source Reference (SS) Number: 13-18Ba1

2. Vendor/Contractor/Service Provider Name: Hawaii Health Connector (Connector)

3. Describe the goods, services, or construction.
See Attachment.

4. Request to amend is submitted in order to:

☒ Revise the scope of services for the contract as follows:
See Attachment.

☒ Increase contract price by 10% or more:

Original Contract Price: \$2,085,000

Amended Contract Price: \$6,344,940

5. Explain in detail why this/these amendment(s) is/are necessary.
See Attachment.

6. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Department Personnel Name	Division/Agency	Phone Number	E-mail Address
Dona Jean Watanabe	DHS/Med-QUEST	(808)692-7973	dwatanabe@medicaid.dhs.state.hi.us

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

All requirement/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.

Department Head Signature

Date

Sole Source No. 6613-018Ba2

For Chief Procurement Officer Use Only

Date Notice Posted: 6/18/2015

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period of 6/25/15 to 6/30/16 and is based on the department's determination that the additional scope of work can only be performed by the Connector. BOD Meeting minutes expect Marketplace Assistor grant transition to the State effective 1/1/2016, however, as this date is not a hard date, this amendment will continue to stand in place until the transition takes place or 6/30/16 is reached, whichever date is sooner.


Sole Source contracts in excess of \$100,000 required cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and is required to be documented in the procurement/contract file. This approval is for the solicitation process only HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of cost or pricing data, the HCE certificate, and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

6/30/15

Date

Sole Source No. SS13-018Ba2

Attachment to the Notice of Amendment to Sole Source Contract Between the
State of Hawaii Department of Human Services and the Hawaii Health Connector
executed on 11-13-14.

3. Describe the goods, services, or construction.

The Hawaii Health Connector will answer first tier phone calls for the Department of Human Services Med-QUEST Division (DHS). Phone calls will include providing general information on how to apply for medical assistance, answering general questions on Medicaid eligibility, collecting information and submitting an application on behalf of applicants, and reporting changes in circumstances to DHS.

4. The scope of services of this contract is amended by adding: The Connector will provide services of their marketplace assisters (i.e., outreach) for DHS. The Connector's marketplace assister programs assist applicants in the community applying for coverage. The Connector contracts with a number of vendors providing services of marketplace assisters in the community assisting individuals applying for coverage.

5. Explain in detail why this/these amendment(s) is/are necessary.

DHS is required to reimburse the Connector for its cost allocated share for marketplace assister services, based on a cost allocation methodology approved by the U.S. Centers for Medicare and Medicaid, for assistance related to Medicaid. The original contract scope included payment for services to answer first tier phone calls, and did not include compensation for the marketplace assisters.

SSB-018Ba2